



**USAID**  
FROM THE AMERICAN PEOPLE

**| WEST AFRICA**

**ISSUANCE DATE:** March 11, 2015

**CLOSING DATE:** March 25, 2015 at 5:00 p.m. Ghana Time

**SUBJECT: SOLICITATION NO. 624-15-003 FOR RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACTOR CERTIFYING OFFICER**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking applications from qualified U.S. Citizens, currently residing in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submissions must be in accordance with the requirements of the solicitation, at the place and time specified. The Certifying Officer position will be located in Accra, Ghana.

All application packages are to be submitted to:

Via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov). Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

**OR**

Via courier     **Regional Executive Office**  
**USAID/West Africa**  
**No. 24 Fourth Circular Rd. CT**  
**P.O. Box 1630**  
**Accra, Ghana**

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation may be directed to Dinah McKeown at [dmckeown@usaid.gov](mailto:dmckeown@usaid.gov) or the undersigned at [dbrady@usaid.gov](mailto:dbrady@usaid.gov).

Sincerely,

/s/

Don Brady

Supervisory Executive Officer

<b>SOLICITATION NUMBER:</b>	624-15-003
<b>ISSUANCE DATE:</b>	March 11, 2015
<b>CLOSING DATE/TIME:</b>	March 25, 2015 at 5:00 p.m. Ghana Time
<b>POSITION TITLE:</b>	Certifying Officer
<b>MARKET VALUE:</b>	(\$61,486 – \$79,936) the market value for this position is equivalent to GS-12 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. <b>Salaries over and above the top of the pay range will not be entertained or negotiated.</b>
<b>AREA OF CONSIDERATION:</b>	Open to all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application.
<b>PERIOD OF PERFORMANCE:</b>	One year with an option to extend for one additional year. Extension will be contingent on satisfactory performance, continued need for the services and availability of funds.
<b>PLACE OF PERFORMANCE:</b>	Accra, Ghana
<b>SECURITY/MEDICAL CLEARANCE:</b>	Must obtain Facility Access and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **1.0 BACKGROUND**

USAID/West Africa is a regional mission that manages a \$278 million portfolio in 21 West and Central African countries. The Regional Office of Financial Management (ROFM) serves as a regional financial management hub providing financial management services and controller support to client missions in the West Africa region, including USAID/West Africa, USAID/Ghana, and country offices in Cote d'Ivoire and Cameroon. These services include financial analysis, financial advisory services, cashiering, budgeting, voucher processing, audit and monitoring of the Phoenix financial management and accounting system. ROFM also

provides backstop support to USAID/Benin. The voucher processing volume ranges between 5,000 to 6,000 per year.

## **2.0 BASIC FUNCTION OF THE POSITION:**

- Manage the Payments Section, including planning, organizing, assigning and reviewing work and exercising the normal range of supervision over eight Voucher Examiners (VEs), the Supervisory VE, and Financial Clerk.
- Provide oversight, counseling, and support in payment processing to USG employees throughout the region.
- Provide consultation and advice to the Accounting Section on a daily basis related to the disbursement process.
- Shift assignments as required by absence or sudden increases of workload.
- Establish priorities when conflicting demands for service arise.
- Track work in progress and follow up to ensure compliance with the Prompt Pay Act.

## **DUTIES AND RESPONSIBILITIES:**

Under the general guidance of the USAID/West Africa Regional Controller and Deputy Regional Controller, serve as the ROFM Certifying Officer for USAID/West Africa and its client missions and country offices. The duties and responsibilities will consist of the following tasks, but not limited to:

- Serve as the primary authorized Certifying Officer for USAID/West Africa and its client missions including providing guidance in all matters related to the disbursing function. Will have oversight for the review of all vouchers for payment to ensure conformance with the terms of the authorized contract, grant, purchase order, travel authorization and obtaining administrative approval from the Contracting/Agreement Officer's Technical Representative and payments are in accordance with the Prompt Pay Act. Determines through the Phoenix Accounting Database that funds are obligated and/or committed, and are available for payment of the claim. Ensures that all authorizations, certifications, and other documents are on file.
- Maintains liaison with the U.S. Disbursing Offices and the host country banks to ensure that all electronic certifications systems are fully operational and activated. Provides oversight of the Mission's privatized cashier operations which are operated by a local bank.
- Coordinates with program managers in setting up accounting and tracking systems while integrating financial controls into the implementation mechanisms for each contract or grant within the program sector.

- Assures that financing and reporting procedures, which conform with USAID’s financial and program reporting systems and with the requirements and limitations of USG and cooperating country laws and regulations, are fully considered and set forth in Implementation Letters, grant and contract agreements.
- Provides advice to mission and cooperating country officials on financial management practices and means and methods of financing; the interpretation of USAID accounting and financial reporting regulations and contract reporting requirements.
- May be required to serve as Controller/Deputy Controller in the absences of the incumbents.
- Be held personally and fiduciary responsible for the legality and propriety of payments and shall be expected to perform a separate certification review which is critical part of the voucher check and balance of the internal control system.
- The contractor shall perform other financial management duties, as assigned.

**3.0 SUPERVISION/OVERSIGHT OVER OTHERS:** The contractor will supervise 10 Foreign Service National employees.

**4.0 SUPERVISORY CONTROLS:** The ROFM Certifying Officer (hereinafter referred to as “Contractor”) will report directly to the USAID/West Africa Regional Controller and Deputy Regional Controller.

## **5.0 EVALUATION PROCEDURES**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks.

### **MINIMUM QUALIFICATION**

To be considered, the applicant must have:

- Education: The contractor should have a college degree in accounting or business administration. CPA certification or higher relevant degree is desirable.
- The contractor should have at least 2-5 years of professional accounting experience.
- Previous work experience in a similar position supervising a large number of employees and working in financial management operation.

- Knowledge of U.S. Accounting Standards.
- Must be familiar with MS Word and Excel.
- Solid interpersonal skills and the ability to communicate effectively with others.
- Excellent analytical skills and reporting/presentation skills are desirable.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **a. Education:**

College degree (BS) in accounting, finance, public administration, or other related field is required. 24 hours of accounting credit or equivalent training in accounting, auditing or business administration is desired.

### **b. Prior Work Experience:**

Two to five years of progressively responsible experience in a financial management capacity required and/or knowledge, skills, and abilities that demonstrate performance of the duties and responsibilities as outlined above. The ideal candidate will have familiarity with USAID allowances, travel regulations, processes and procedures, including grant and contract payment terms. Other directly related US government or private sector experience, particularly in financial management or working with automated accounting systems will be an advantage. Prior supervisory experience is desired.

### **c. Language Proficiency:**

English fluency is required.

### **d. Abilities**

Analytical, decision-making, and supervisory abilities are required; Microsoft word and Microsoft Excel proficiency, and ability to control workflow, organize and schedule work. Knowledge of the US Government Electronic Certification Systems (ESC) is an advantage.

## **SELECTION CRITERIA**

The following evaluation criteria will be used:

### **a. Professional Experience/Past Performance: (25%)**

Applicants will be evaluated on relevant professional experience. This will include the similarity of the work performed in previous employment and/or contracts and the amount of experience the applicant possess. It also includes how well the applicant performed in previous employment and/or contracts.

**b. Supervisory Skills: (25%)**

Applicants will be evaluated on their experience supervising a large number of employees and their demonstrated supervisory skills. The Applicant's past performance in relation to successfully supervising others will also be included under this factor.

**c. Education: (25%)**

Applicants will be evaluated on having CPA certification or relevant accounting and business degrees.

**d. Additional Skills: (25%)**

Demonstrated ability to communicate effectively in writing and orally. Demonstrated ability to supervise a large number of staff from another culture.

**6.0 INSTRUCTIONS TO APPLICANTS:**

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of Application for Federal Employment Form (OF-612). Include OF-612 continuation sheets as needed. Form can be found at the following website: <http://www.usaid.gov/forms/>

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experiences.)

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must list at least three references who are not family members or relatives and provide current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks on all applicants who meet the required minimum qualifications. References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position.
- Applicant must provide copy of required work and residency permit.

**7.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)** contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. AIDAR Appendix D applies to

USPSCs and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

## **8.0 BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

### **BENEFITS:**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

**FEDERAL TAXES:** USPSCs are not exempt from payment of Federal and State Income Taxes.

*Resident Hire USPSC (U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States\ A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States."*

**(END OF SOLICITATION)**

**Clearance Page for Solicitation No. 624-15-003 for Local Hire U.S. PSC Certifying Officer**

**Clearances:**

ROFM: \_\_\_\_\_ Date: \_\_\_\_\_

DMD: \_\_\_\_\_ Date: \_\_\_\_\_

Drafted by: Dinah McKeown\_REXO \_3/5/2015